



# Community Event Request – Schedule B

USE THIS DOCUMENT ONLY IF YOU REQUIRE RESOURCES OR FINANCING FROM THE TOWN. If you would like to inform us about your event but do not wish to apply for any assistance, please use the online event notification form at [www.devon.ca](http://www.devon.ca).

Community Event Requests are required a minimum of three months prior to an event to assist with event evaluation, permit and / or insurance requirements, and if attention is required from Town departments. If you require more than \$5,000 in funding / resource investment from the Town you must submit the application by June 1<sup>st</sup> of the year prior to the event. After receipt of the request your application will be reviewed and contact will be made with the individual listed on the form. Please allow up to 10 business days for a response. **Before submitting the request please read the full Event Planning Guide.**

### EVENT DETAILS

<b>Name of Event</b>			
<b>Date(s)</b>		<b>Time(s)</b>	
<b>Name of Host Entity</b>			
<b>Event Type:</b> Non-Profit* <input type="checkbox"/> Charity** <input type="checkbox"/> Profit <input type="checkbox"/>		Will you require road closure? Yes <input type="checkbox"/> No <input type="checkbox"/>	

If requesting in-kind or financial support from the Town of Devon:

\* Proof of non-profit status may be required    \*\*Proof of charitable status may be required

Event Type (tick all that apply)	Town Facility Required	Expected Attendance
<input type="checkbox"/> Athletic <input type="checkbox"/> Entertainment <input type="checkbox"/> Rally/Protest <input type="checkbox"/> Commercial <input type="checkbox"/> Educational <input type="checkbox"/> Race/Walk <input type="checkbox"/> Parade <input type="checkbox"/> Fireworks <input type="checkbox"/> Promotion <input type="checkbox"/> Other (please specify)	<input type="checkbox"/> Community Centre <input type="checkbox"/> Skateboard Park <input type="checkbox"/> Dale Fisher Arena <input type="checkbox"/> Centennial Park <input type="checkbox"/> Downtown Park <input type="checkbox"/> Field of Dreams <input type="checkbox"/> Downtown Area <input type="checkbox"/> Trails <input type="checkbox"/> Voyageur Park <input type="checkbox"/> Other (please specify)	<input type="checkbox"/> 1 – 20 <input type="checkbox"/> 21 – 50 <input type="checkbox"/> 51 – 100 <input type="checkbox"/> 101 – 200 <input type="checkbox"/> 200+ <input type="checkbox"/> Other (please specify)

### EVENT DESCRIPTION (please include a brief description of your event)

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Purpose of event (e.g. fundraiser) \_\_\_\_\_



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What do you perceive to be the value of this event? (i.e. community pride, bring people into Devon, Group recognition or awareness)

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What level of support will you require from the Town of Devon? (i.e. donation of time / resources, safety support, facility, marketing)

Sponsorship / donation       Full partnership       Funding Request Amount: \_\_\_\_\_

Staff / Resources Request (set up / take down etc.): \_\_\_\_\_

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Equipment Requests (barricades / garbage): \_\_\_\_\_

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Who is your target market?

Local  Regional  Provincial  National  International

What is your target age group: \_\_\_\_\_

Is there an admission cost to participate in your event?    Yes  No

### CONTACT DETAILS

Name	Address	
Phone One	Phone Two	Email
Name	Address	
Phone One	Phone Two	Email



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## IMPORTANT INFORMATION

- The requirements outlined in the Planning Guide and Event Policy must be met in order for your event to be approved.
- Depending on the size and scope of your event, civic services costs may be incurred by the event (i.e. road closures, special event policing, medical services, equipment rentals, etc.)
- You are required to abide by all local bylaws, provincial or federal laws or any other lawfully recognized body. This may include, but is not limited to: liquor, fireworks, food or street closure.

Please submit your application to: [information@devon.ca](mailto:information@devon.ca) and in the title call it EVENT REQUEST.

After review the Town office will contact you and you will be assigned an Event Liaison to guide you through the process. **If your application is approved you will be required to enter into a formal agreement that indicates you agree to all the terms above and accept that there may be additional requirements before the event can proceed.**

Please note: once contacted by an Event Liaison, Event Organizers may be asked to supply:

- Site-plan Layout
- Load-in and Load-out schedule (deliveries/collections)
- Activities/schedule of events on-site
- Budget details
- Special site/equipment requirements
- Items for sale or display (if applicable)
- Proof of insurance
- Road Closure Request
- Amplified Noise Exemption Request

*This personal information is being collected under s. 33 (c ) of the Freedom of Information and Protection of Privacy (FOIP) Act and will only be used in the administration of event planning within the Town of Devon. If you have any questions regarding the collection of this personal information, please contact the Town office at 780-987-8300.*

## OFFICE USE ONLY

Date Application Received	
Received By	
Initial Reviewer Name / Circulated By	
Initial Reviewer Comments	
Date of initial circulation	

Complete key items that need to be considered for this event and return all copies to the INITIAL REVIEWER by:

\_\_\_\_\_



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Departmental Circulation	
<b>Corporate &amp; Legislative Services</b>	
Received By	
Key items for consideration by event planner	
<b>Recreation</b>	
Received By	
Key items for consideration by event planner	
<b>Economic Development</b>	
Received By	
Key items for consideration by event planner	
<b>Public Works</b>	
Received By	
Key items for consideration by event planner	
<b>Parks / Arena</b>	
Received By	
Key items for consideration by event planner	
<b>Enforcement</b>	
Received By	
Key items for consideration by event planner	
<b>Fire</b>	
Received By	
Key items for consideration by event planner	
<b>Finance</b>	
Received By	
Key items for consideration by event planner (e.g. insurance , liability etc.)	



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RFD Required: Yes  No

RFD Submission Date: \_\_\_\_\_

Resolution Number: \_\_\_\_\_

## EVENT APPROVAL

Event Status	Yes <input type="checkbox"/>	Yes, with conditions <input type="checkbox"/>	Denied <input type="checkbox"/>
Special Conditions:			
Authorized / denied by:			
Applicant notification – attach copy of letter.			